

Job Description

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees are required to follow other job-related instructions and to perform any other job-related duties as requested by their supervisor. Reasonable accommodation may be made to enable individuals with disabilities to perform the job functions described herein.

Job Title: **Plant Operator**

Department: Operations

Pay Grade: 108

FLSA Status: Non-Exempt

JOB SUMMARY

Under regular supervision, performs technical work in the operation and minor maintenance of equipment at the treatment facilities on an assigned shift. Work involves assisting in maintaining plant compliance; upon completion of training, operating and making necessary adjustments as needed to equipment within limits defined by standard operating procedures, standard practices, and instructions to ensure maximum efficiency; and performing routine or highly repetitive duties involving sampling and housekeeping of buildings and grounds.

ESSENTIAL JOB FUNCTIONS

- Monitors operating conditions, meters, gauges, pumps, etc.; monitors the levels of numerous holding tanks, such as Primary and Secondary Clarifiers, Sludge Blend Tanks, Aeration Tanks, etc.; and monitors disposal of scavenger night soil waste streams being discharged into facility.
- Properly aligns pumps and transfer units via valves and piping to different parts of the treatment facility so as to control flow and meet permitting requirements.
- Performs routine housekeeping of plant equipment, facility buildings and grounds, and vehicles.
- Routinely inspects plant to document relevant problems such as process concerns and equipment malfunction, or to try and fix relevant problems so as to avoid potential noncompliance issues.
- Calibrates laboratory equipment including pH meters and UTV meters
- Collects and properly labels samples from various areas in treatment process for laboratory testing and analysis; may conduct tests and records results for the reporting of operational data to the regulatory agencies.
- Checks clarifier blankets and record findings on appropriate form.
- Properly logs and processes septage and scavenger waste loads brought to facility for disposal.
- Starts up, monitors, and make adjustments to centrifuge operation. Maintains equipment and processes sludge in the most efficient manner while operating centrifuge.
- Monitors the proper loading of sludge cake and other solids into trucks to ensure safe weight, no leakage, no spilling, and no overfilling.

- Processes forms and maintains related records and logs.
- Disposes bar screenings, grit, and trash.
- Performs general preventive maintenance on related wastewater equipment.
- Receives and/or reviews various records and reports such as turnover from previous shift, shift logs, standard operating procedures, and night soil manifest.
- Prepares and/or generates various records and reports such as pH's, dissolved oxygen, blanket level readings, transmittance level, and pre-trip inspection forms.
- Refers to shift log book, standard operating procedures, night soil manifest, policy and procedure manuals, codes, laws, regulations, publications, and reference texts, etc.
- Operates a variety of vehicles, equipment, machinery, tools, and software.
- Interacts and communicates with various groups and individuals.
- Works on rotating shift schedule as needed.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Education and Experience:

- High School diploma;
- No experience required; or
- Equivalent education, training, and/or experience.

Licenses or Certifications:

- Valid South Carolina driver's license.
- Obtain Trainee certificate within 90 days of hire.
- Obtain Class "D" Wastewater Treatment Operator's certificate within 12 months of employment.

Special Qualifications:

- Shift work and rotating schedule experience preferred.
- Able to use or learn to use a variety of vehicles, equipment, and machinery such as bobcat, front-end loader, forklift, pumps, computer, etc.; a variety of tools such as pH meter, dissolved oxygen meter, sludge judge, transmittance meter, microscope, etc.; a variety of supplies such as writing instruments, calculator, cleaning supplies, latex gloves, labels, general office supplies, etc.; and a variety of computer software such as Wonderworks, Foxboro, etc.

Knowledge, Skills and Abilities:

- Knowledge of the laws, ordinances, standards, and regulations pertaining to the specific duties and responsibilities of the position.
- Knowledge of wastewater terminology and mathematical formulas used in wastewater treatment.
- Knowledge to plant operation, procedures, policies, and duty responsibilities.
- Knowledge of sludge dewatering characteristics, processes, and related equipment.
- Knowledge of the operating principles and practices and the maintenance requirements of treatment equipment and machinery.
- Knowledge of the occupational hazards and safety precautions associated with related materials.
- Knowledge of the basic principles and practices of chemical and bacteriological analysis.

- Knowledge of standard laboratory principles, techniques, terminology, and care/operations of laboratory equipment.
- Ability to recognize breakdowns in treatment equipment.
- Ability to exercise independent judgement in making decisions and coordinating the proper operation of treatment equipment.
- Ability to understand and follow specified operating and recording procedures. Ability to make minor repairs of equipment operated.
- Ability to understand and follow specified operating and recording procedures.
- Ability to develop abilities to detect defects and to take appropriate action in the operation of treatment equipment chemical feed units and other related equipment.
- Ability to keep accurate records and prepares reports.
- Ability to exercise considerable tact and courtesy in contact with the general public.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.

PHYSICAL DEMANDS

The work is medium work. This requires exerting up to 50 pounds of force occasionally; and/or up to 30 pounds of force frequently; and/or up to 10 pounds of force constantly to move objects. Additionally, the following physical abilities are required: balancing, climbing, crawling, crouching, feeling, fingering, grasping, handling, hearing, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, talking, visual acuity, and walking.

WORK ENVIRONMENT

Works inside an environmentally controlled space; but will intermittently work in adverse environmental conditions (e.g., heat, cold, and rain) for moderate periods of time. Exposed to chemicals, water/wastewater site hazards, traffic, and moving machinery.

The North Charleston Sewer District has the right to revise this job description at any time and it does not represent in any way a contract of employment. My signature below indicates that I have received and reviewed the above description. I am able to perform the essential functions of my position with or without reasonable accommodation.

Employee Signature

Date

Supervisor (or HR) Signature

Date